

MERIT Profile™ Survey and Report Procedure

A-Check Direct Version 3.0



The purpose of this procedure is to provide a MERIT Profile Survey to individuals and receive the profile reports for use within an organization.

Submitting a request for a MERIT Profile

Access A-Check America 3.0 platform using the following url:

<http://www.acheckamerica.com>

At the top right of the screen, click on “Client Login”



Enter your User ID and Password.

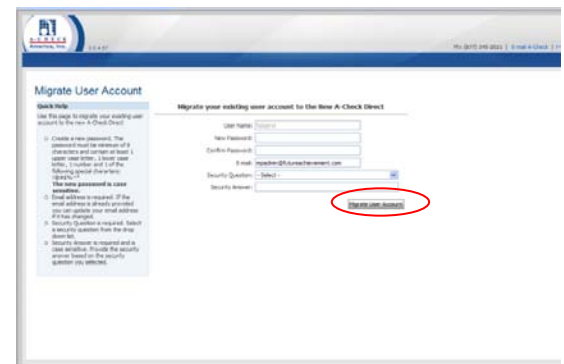
Note: Some computer firewalls/pop-up protectors require the user to press and hold the Ctrl key on the keyboard while clicking the Login button on the screen for temporary access. Or, make www.acheckamerica.com an allowed site for pop-ups.



The first time you login into A-Check America 3.0, you might be required to “migrate” your account.

Enter a new password, confirm that password, select a security question from the pull down menu and enter the answer to your security question.

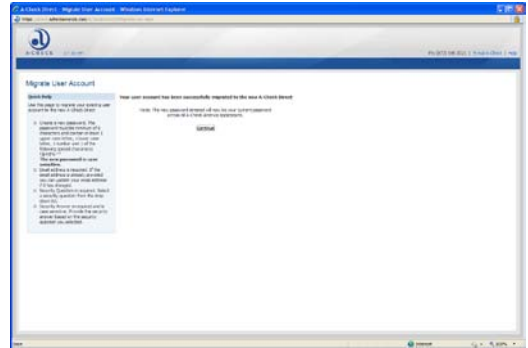
Then click on the “Migrate User Account” button.



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The next screen will confirm the migration, click "Continue".

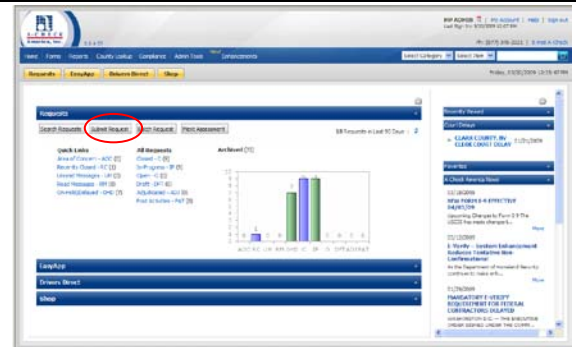


Note: If the "Migrate User Account" screen does not show up, and a "Complete Reset Password Process" screen does, enter a new password or use the one that was provided to you and then click on the "Reset Password" button.



This brings you to your home page.

To request a MERIT Profile, click the "Submit Request" button on the home page.



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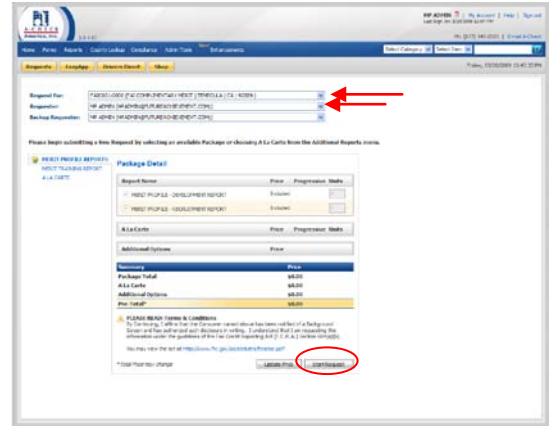
Select the account that you are using by pulling down the arrow in the “Request For” selection.

If you have only one account, the “Request For” will already be there.

Select the Requester by pulling down the arrow in the “Requester” selection.

This example is showing a sample account where both the Development Report and the Recruitment Report are showing in the Report Name detail of the package.

Then you can continue using the “Start Request” button.

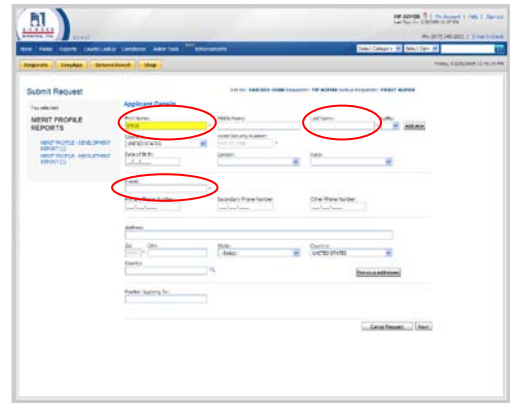


Enter the data into the following required fields:

- First Name
- Last Name
- Email

Click the Next button to continue.

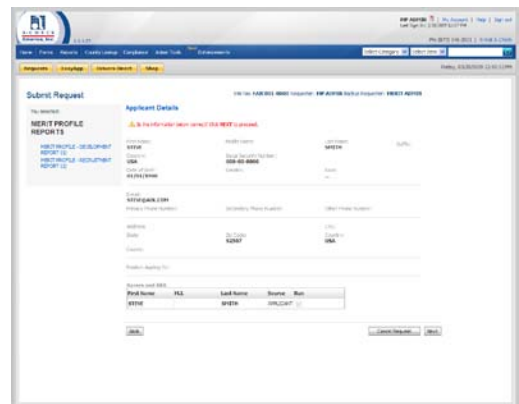
Note: The other fields are not required for the request of a MERIT Profile, but for other services offered by A-Check America.



The next screen is to verify if the information you entered is correct.

Note: Country, Social Security, birthday and zip/postal code are filled in with fictitious data. This information is not necessary to request a MERIT Profile.

If the name and email address are correct, click the “Next” button to continue. Otherwise click on the “Back” button and correct the information.

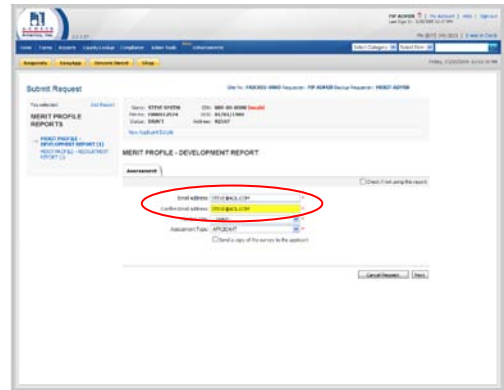


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The next screen is the Development Report.

Notice that the email address is already filled in for you.



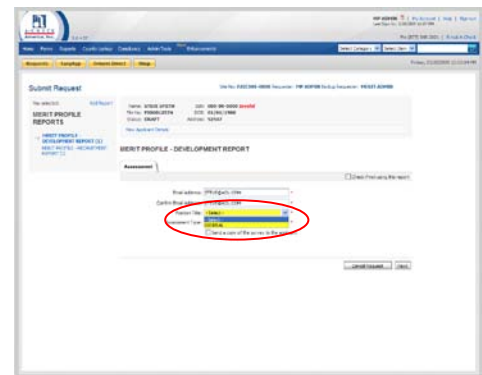
The screenshot shows the 'MERIT PROFILE - DEVELOPMENT REPORT' screen. The 'Email Address' field is highlighted with a red circle. The form includes fields for 'First Name', 'Last Name', 'Position Title', 'Assessment Type', and 'Assessment Task'. The 'Assessment Type' is set to 'APC/CP'.

Now select the position title from the pull down menu.

Then select the Assessment Type from the pull down menu.

Note: The Assessment Type is usually “applicant” unless otherwise directed.

Click on the “next” button.

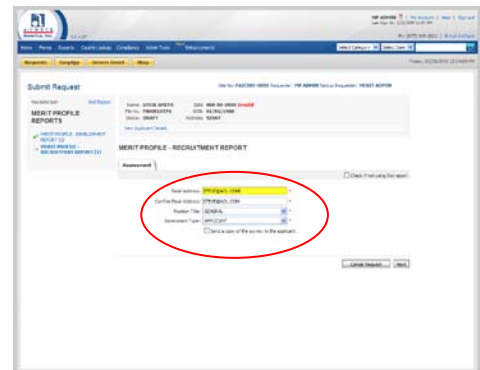


The screenshot shows the 'MERIT PROFILE - DEVELOPMENT REPORT' screen. The 'Position Title' and 'Assessment Type' fields are highlighted with a red circle. The 'Assessment Type' is set to 'APC/CP'.

The next screen is the MERIT Recruitment Report

Notice that the email address and Assessment type are already filled out for you.

Click on the “next” button.



The screenshot shows the 'MERIT PROFILE - RECRUITMENT REPORT' screen. The 'Email Address' and 'Assessment Type' fields are highlighted with a red circle. The 'Assessment Type' is set to 'APC/CP'.

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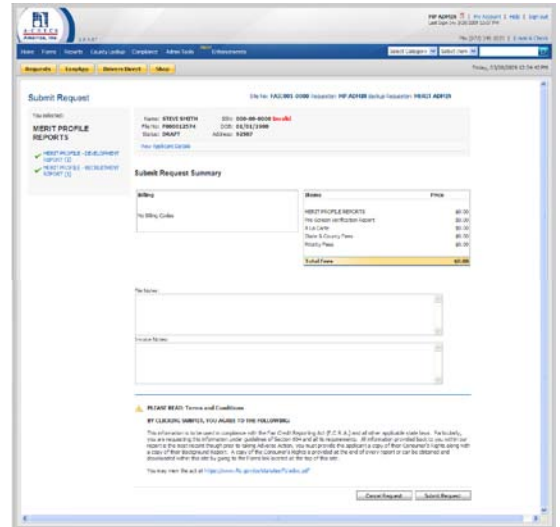
On the final confirmation screen:

- Verify the name
- Verify the fees

Add any “invoice notes” you want which will display on your monthly usage report.

Note: The “File Notes” are notes to the A-Check personnel, and should not be used.

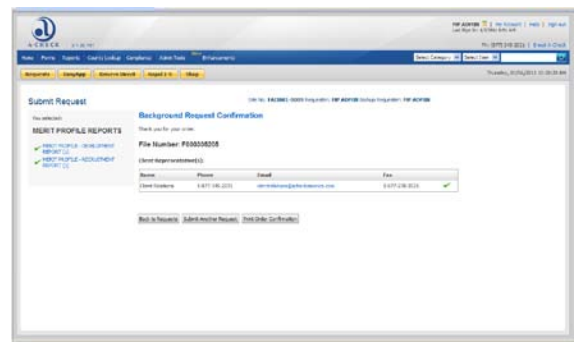
Click the “Submit Request” button for the next screen.



A file number is generated for the request. (These file numbers are used when communicating with A-Check America.)

Select either the “Submit Another Request” button to enter an additional request or the “Back to Requests” button when all the requests are complete.

You can also “Sign Out” at this point.

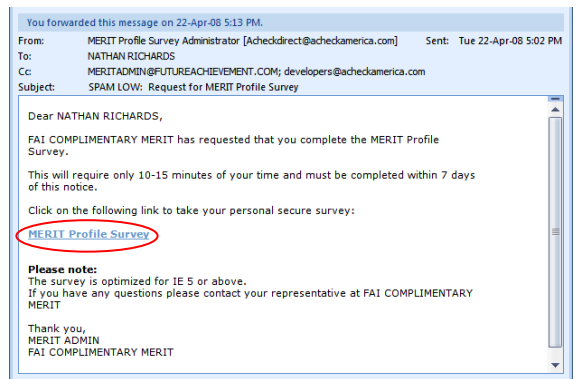


Within 30 minutes an E-mail notice will be sent to the survey recipient (along with a copy to the Requesting Administrator), so that the recipient can click on the link to take the MERIT Profile Survey.

Please save your copy of this request in case recipient did not get their copy, and you have to forward it to them. IMPORTANT - Survey requests cannot be re-generated from the A-Check system.

The applicant should click the hyperlink with embedded login codes to access the MERIT Profile Survey.

Note: If you **do not** receive your copy of this request within an hour, please contact your FAI representative so we can find out why request was not generated.



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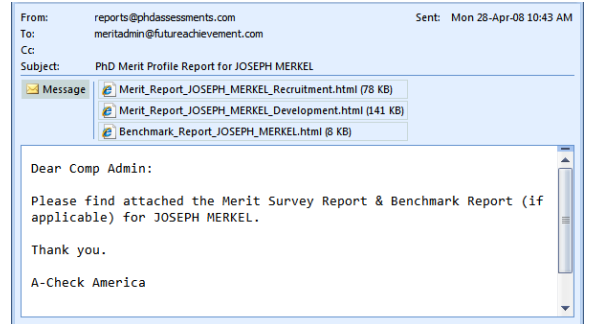
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Once the recipient takes their Survey, a notifying e-mail (usually within 10 minutes) will be sent directly to you from PHD Assessments.

The e-mail will have attached .html versions of the MERIT Profile and Benchmarking reports if a Recruitment or Development Report were requested.

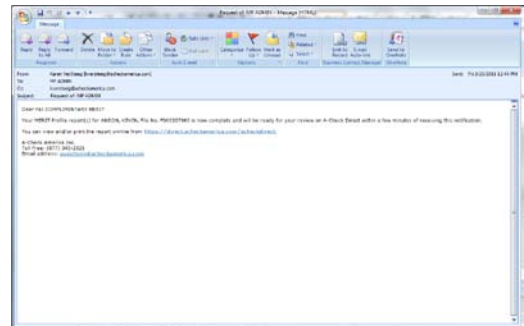
Note: Reports can also be printed by visiting the PHD MERIT site, (see Printing a MERIT Profile below).

The recipient **does not receive** a copy of these reports.



You will also receive a reminder email from A-Check America that the survey has been taken and the reports are ready to be viewed.


Note: This reminder is send as a backup to the reports being sent from PHD Assessments in case your computers spam blocker has blocked the reports from being sent to you.



Open the attached .html MERIT Profile from the PHD email and save as a PDF file and/or print out a copy for review.

Optionally, the MERIT Performance Index™ benchmark report can also be reviewed and printed.

Note: If a benchmark has not been established for the selected position, then report will not be included.



Administered By: **Future Achievement International**
 Report Prepared for: **FAI Complimentary MERIT Profile**

Applicant Name: **TAYLOR SAMPLE**

Report Generated: **12/04/2007**
 Report Version 2.0: **Development Report**

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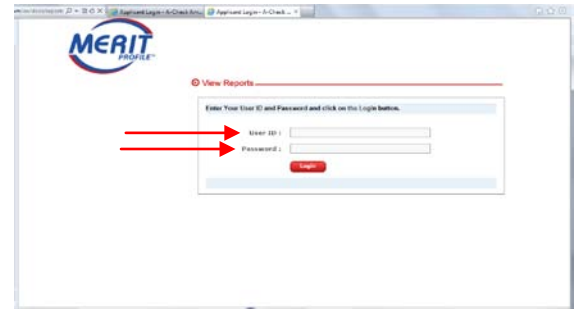
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Printing a MERIT Profile Recruitment or Development Report

Login to:

<https://merit.phdassessments.com/en/docs/reports.htm>

Enter your "User Id" and "Password", and then click on the "Login" button



At the home page, click on the "MERIT Profile" Button



This will bring up the page where you can either search for a person by position or all the applicants.

Click on the name of the person under which report you want to view and/or print.



For this example we have selected the person by pulling down the arrow for the "Applicants" and selecting a name.

Select the person's name and then click on the "View" button.

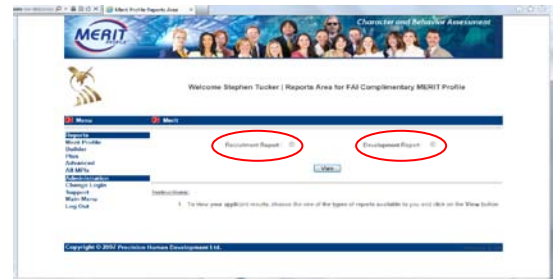


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This will bring up either the "Recruitment" Report or the "Development" Report, or both as in this example.

Click on which report you would like, then click on the "View" button



This will bring up an html copy of the report in a HTML format.

Now all you have to do is, right click on your mouse and print as a PDF to a folder on your computer.

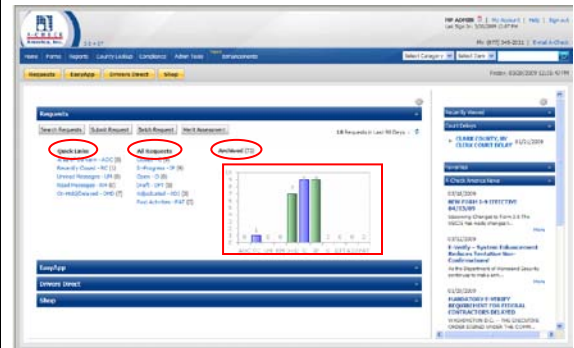


How to look up a request on the A-Check System

On the home page you can see an overview of the status of the MERIT Surveys that have been requested for your account.

There are "Quick Links", "All Requests" and a "Bar Graph", any of which can take you to the MERIT Survey requests in those categories.

You can also just click on the "Search Requests" button.

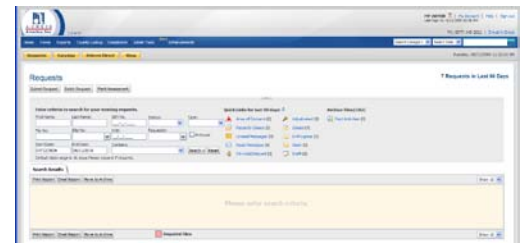


By clicking on any one of the categories, will take you to this screen.

You can search by date, name, file number, or again use one of the quick links.

Note: It does help to clear the date field if you are look for a particular person that is not archived.

Note: To search for an archived file, you must check the archive box. Archive files only go back for 12 months; if you need a report earlier than that, please contact your FAI representative.

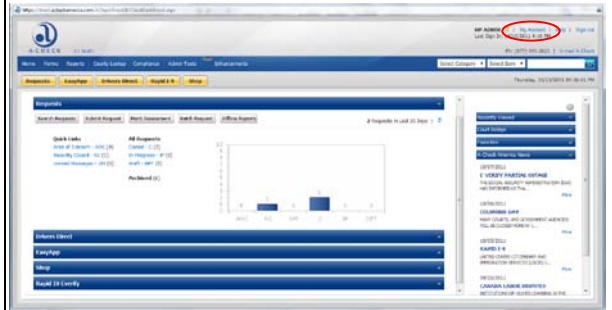


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How to change your password or security question

In the upper right hand of the homepage, click on the On the "My Account" button.



On the left hand side of the screen, you will find the "Change Password" and the "Change Security Question", click on either and follow the directions on the screen.

